

MMS Classification Plan

Transition to a New Classification Plan

One important goal of the Maine Management Service is to simplify the job classification system.

Prior to implementing the Maine Management Service, 300 different classifications existed for approximately 700 MMS positions. Such a large number of classifications caused many problems:

- Restricted career mobility due to the very specific qualification standards for each classification
- Limited ability to make job assignments that did not cause someone to work “out of class”
- Difficult to maintain such a classification system over time

The new classification system reduces the number of classifications to nine and is based on generic managerial roles, rather than occupational or professional specialization. It:

- Reinforces the importance of the leadership competencies,
- Focuses on what managers have in common, rather than narrow distinctions between them,
- Promotes greater career mobility and flexibility in assignment, and
- Will be much easier to administer than the previous classification system.

The management functions parallel the Maine Management Service leadership competency model, which describes each of the leadership competencies as they are



demonstrated by **coordinators, managers, and executives.**

Based on three management functions

Coordinators: provide consultative, professional services on significant issues to the agency and executive management in such areas as legal, human resources, finance, technological resources, policy development, advocacy, or the agency’s relationship with the Legislature, the Governor’s Office, other agencies, or its constituents. Coordinators may supervise staff or provide leadership for selected activities, but the primary focus is to work as an individual contributor.

Managers: administer one or more statewide policies or programs, and directly manage and oversee operating, support, or administrative functions of an agency or agency subdivision. Managers implement programs and policies in support of agency goals and objectives as established by executive management.

Executives: direct and control the work of an agency or major agency subdivision, and formulate state-wide policy. The executive establishes objectives and strategies, ensures that goals, objectives, and strategies are met, and allocates the resources and budgets necessary for operation of multiple programs and activities.

Three levels are provided for each classification:

**Public Service Consultant
(1,2,3)**

**Public Service Manager
(1,2,3)**

**Public Service Executive
(1,2,3)**

Grades Assigned Based on Job Function

In order to classify all MMS positions, agencies were asked to identify the **function** performed by each position. The function determined whether the position fell into the coordinator, manager, or executive classification. The **level** (1, 2 or 3) was automatically determined by the current salary grade assigned to the position, as summarized by the following chart:

<u>Classification Title</u>	<u>Hay Points</u>	<u>Authorized Salary Grades</u>
PS Coordinator 1	Less than 605	Up to 28
PS Coordinator 2	606 to 878	29 – 33
PS Coordinator 3	879 +	34 or higher
PS Manager 1	Less than 605	Up to 28
PS Manager 2	606 to 878	29 to 33
PS Manager 3	879 +	34 or higher
PS Executive 1	Less than 879	Up to 33
PS Executive 2	879 to 1272	34 to 38
PS Executive 3	1273 +	39 or higher

Minimal Affect to Individual MMS Members

When the Maine Management Service was implemented, all classification changes were made without affecting your current compensation. While individuals' classification title has changed:

- The current salary grades were deemed to be correct and did not change
- Your current salary step and merit review date did not change
- Salary grades for all new positions and for any position that is reviewed for "range change" will continue to be determined using the current Hay job evaluation system. In order for a position to be assigned to a salary grade, its Hay evaluation must support that grade.

Of course, all MMS members are encouraged to continue to use their "business card" title in their daily work.

New Responsibilities for Departments

The new Civil Service Rules for the Maine Management Service delegate authority for position evaluation for its MMS positions to each agency head, within certain parameters. Salary grades for each classification title will be determined based on a point-system evaluation that assesses the degree of responsibility of tasks performed by individuals in the position (Hay). In order to assure statewide equity in setting salary grades, this delegated authority requires staff in the agency to complete training in the Hay system.

Additionally, all recruitment and selection activity has been delegated to the agencies. Each MMS position will be filled taking into consideration the leadership competencies for the position and any specialized professional or programmatic expertise that may be necessary or desirable.

For more information, contact:
State Training & Development, Bureau of Human Resources
(207) 624-7764
www.state.me.us/bhr/mms